

Larned Correctional Mental Health Facility



Visitation Handbook



Welcome to the Larned Correctional Mental Health Facility!

The Kansas Department of Corrections recognizes the importance of visitation in making an inmate's period of incarceration less difficult. Visiting privileges allow for the maintenance of family ties that may otherwise be lost. An inmate's motivation to improve his condition can be affected in a positive way when he has regular visits from family and friends.

This handbook's purpose is to provide information relating to visitation at LCMHF and educate visitors to the facility's rules and regulations regarding visiting. Our visitation program provides a fair, wholesome and safe environment for visitors, inmates and staff. In order to protect these valuable visiting privileges, visiting rules must be enforced. Visiting privileges can be denied or revoked for violation of the rules and regulations. Please read this handbook carefully to avoid an unnecessary delay or interruption of visiting privileges.

Facility Address & Contact Information

Larned Correctional Mental Health Facility (LCMHF)
1318 KS Highway 264
Larned, KS 67550
Phone: (620) 285-6249

LCMHF is located approximately three miles west on Highway 156 and ½ mile south on Highway 264 of Larned. The West Unit is located directly across the street, west from the Central Unit. Signs direct visitors to the correct parking lot.

Please Be Advised

Any persons entering upon LCMHF grounds shall be subject to search, as per IMPP 12-115 and K.S.A. 21-5914. Failure to submit to searches could result in the suspension or denial of visitation.

“ALL PERSONS ENTERING UPON THESE GROUNDS ARE SUBJECT TO ROUTINE SEARCHES OF THEIR PERSON, PROPERTY OR PACKAGES.”

“TODAS PERSONAS QUE ENTREN EN ESTA TERRETERIO TENDRAN QUE SERESCUICADAS RUTINAMENTE DE PERSONA, PROPIEDADES, O PAQUETES.”

K.S.A. 21-5914. Traffic in contraband in a correctional institution.

(1) “Correctional institution” means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility, community correction center or facility for detention or confinement, juvenile detention facility, or jail.

(a) Traffic in contraband in a correctional institution is introducing or attempting to introduce into or upon the grounds of any correctional institution; or taking, sending, attempting to take or attempting to send to and from any correctional institution; or any unauthorized possession while in any correctional institution, any item without the consent of the administrator of the correctional institution. This is a severity level 6, nonperson felony.

(b) Traffic in contraband in a correctional institution of firearms, ammunition, explosives, or a controlled substance which is defined in K.S.A. 2011 Supp. 21-5701, and amendments thereto, is a severity level 5, nonperson felony.

(c) Traffic in any contraband, as defined by rules and regulations adopted by the secretary of corrections, in a correctional institution or facility by an employee of a state correctional institution or facility is a severity level 5, nonperson felony.

Facility Access & Check-In

1. West Unit visitors must park on the east side of the West Unit building, north of the breezeway. All visitors enter/exit the Programs Building through the west door. Central Unit visitors park in the central parking lot and enter through the main facility entrance.
2. Visitors must remove the keys from the vehicle and secure all doors and windows. If the vehicle cannot be secured, it is not allowed to be parked on state property. Animals/pets cannot be left in the vehicle.
3. If a visitor is handicapped and needs assistance, he/she should notify the Central Control Officer at the Central Unit. The officer will ensure that proper assistance is provided.
4. All visitors must sign in on the "Visitor Registration Worksheet," prior to each visit. Any person refusing to complete this form will be denied access to visitation. Persons 16 years of age or older are must provide positive photo identification, such as a driver's license or official government issued identification card. A birth certificate or marriage license is acceptable for persons under the age of 16, who cannot produce photo identification. *Note:* Failure to produce identification (as indicated) will result in the visit being denied.
5. Any person refusing to comply with any part of the check-in process will be denied visitation.
6. Visitors must leave promptly if their visit is disapproved or terminated.
7. Unauthorized visitors will not be permitted to remain on state property.

Visitation Days & Hours

1. Visiting hours are 8:30 a.m. to 3 p.m. on Saturdays, Sundays and these holidays: Memorial Day, Fourth of July, Thanksgiving Day and Christmas Day. Visitors will not be allowed into the facility after 2 p.m.

Inmates in administrative or disciplinary segregation may have a one-hour, non-contact visit per week on Saturday or Sunday.

2. At the West Unit, if the inmate elects not to eat lunch in the cafeteria, the inmate and his visitors may remain in the visiting area during the lunch break. If the inmate chooses to eat lunch in the cafeteria, visitor(s) must exit the facility. Once visitors exit the visiting area, they will not be allowed to return until the next day's visiting period.

At the Central Unit, visitors must exit the facility grounds during the inmate lunch period from 11 a.m. to 1 p.m.

3. The conclusion of visiting will be announced five minutes prior to the end of the regular visiting period. Visitors must leave promptly at the end of each visiting period.
4. With the approval of the Shift Supervisor, modifications may be imposed to the visitation procedure from time to time, due to space considerations. Modifications may include, but are not limited to:
 - Requiring people who have been visiting for the longest period of time to leave so others can enter the visiting area.
 - Limiting the number of visitors allowed to visit with each inmate.
 - Requiring those who live within a shorter distance (i.e., within 50 miles) to leave in order to accommodate those who have traveled a greater distance.
 - Moving some visits into the visiting area within the LCMHF Central Unit. Any visit occurring within the maximum perimeter is subject to all provisions of the Central Unit Visiting Room.

Permitted Visitors

1. Inmates on Incentive Level (0) are authorized to receive visits from the following: clergy, attorneys and law enforcement officials.
2. Inmates on Incentive Level 1 are authorized to receive visits from the following: clergy, attorneys, law enforcement officials, and immediate family members.

“Immediate” family is defined as:

- Parents, step-parents, siblings, spouses of siblings, half-siblings, step-siblings, children, spouses of children, step-children, grandchildren, step-grandchildren, spouse, parents of spouse, grandparents or anyone who filled the role of a parent “de facto,” with respect to the offender, as confirmed by facility staff upon review of the social history.
3. Inmates on Incentive Level 2 or 3 are authorized to receive visits from anyone on the inmate’s approved visiting list. It is the inmate’s responsibility to let his visitors know if his level changes.
 4. In addition to what is already referenced, offenders on Incentive Levels 1, 2, and 3 may identify one (1) person as a “primary visitor,” to be included in the maximum number of twenty (20) visitors permitted.
 - Inmates who are married by license or common law, per IMPP 01-126, may not list any person as a primary visitor other than their spouse. Common-law spouses are required to confirm such through formal documentation.
 - Unmarried inmates may declare any person as their primary visitor, consistent with the following criteria: the person must be at least 18 years of age and may not be listed as the primary visitor for any other inmate.
 5. No person under the age of eighteen (18) is allowed to visit unless they are:
 - The documented, confirmed spouse of the inmate, or
 - The inmate’s child, step-child, grandchild, step-grandchild, sibling, half-sibling, or step-sibling. Also, these persons must be on the inmate’s visiting list and accompanied by an approved adult visitor.
 6. Visitors are not permitted to visit more than one inmate unless the inmates are immediate family members and prior permission has been obtained from the Unit Team Counselor. Attorneys and clergy are exempt from this regulation.
 7. Inmates managed as sex offenders are prohibited from having contact visits with minors or the victim of their crime until certain conditions have been met, per IMPP 11-115.

Dress Code

1. All visitors must dress appropriately. Inappropriate dress includes, but is not limited to:
 - Skirts and pants/skorts which are worn with the bottom hem higher than three inches above the crease on the back of the knees
 - Skirts or dresses with vertical slits which expose the person’s legs more than three inches above the crease on the back of the person’s knees
 - Shorts of any length (children ages 10 and under shall be exempt from this restriction)
 - Tank tops and halter dresses
 - Blue, chambray shirts and blue, pocket t-shirts (similar to those issued to offenders)
 - White uniforms - similar to offender uniforms

- Red ball caps and red stocking caps
- See-through type outer clothing that is not part of an otherwise appropriate ensemble
- Any item of clothing which exposes any part of the breasts, the abdomen, the lower chest area, the back below the shoulder blades, or the underarms
- Any item of clothing which is worn very tightly (i.e. spandex biking pants, tight stretch pants, slacks or leggings, tight knit tops, etc.)
- Low-riding pants which expose the flesh and/or undergarments while either standing or sitting
- Shoes with heels higher than 3 inches
- Flip-flops or single-strap slides
- Shoes with wheels for skating (a.k.a. “wheelies”)

Note: This list is not intended to be all-inclusive, and LCMHF reserves the right to deny entrance to any visitor when it is determined by the visitation officer that the visitor’s attire is unacceptable.

Allowable and Non-Allowable Property Items

1. The use or possession of all tobacco products by any person is prohibited in KDOC facilities.
 - Tobacco products include: cigarettes; pipes; pipe tobacco; loose-leaf tobacco substitutes; chewing tobacco; smokeless tobacco; cigars; matches; cigarette lighters; smoking paraphernalia; and all items developed or processed for the primary purpose of facilitating the use or possession of tobacco or tobacco-based products. Tobacco products do not include pharmacological aids for smoking cessation approved by the Food and Drug Administration (FDA).
 - Tobacco substitutes include: any substance ingested by smoking or herbal/leaf-based substitutes for chewing tobacco.
 - Smoking paraphernalia includes items such as lighters, matches, altered batteries, cigarette papers, rolling machine and other items that would facilitate one in the use of tobacco products.
2. Any type of camera (or accessory) must be secured in the visitor’s vehicle; cameras are not permitted on the grounds of LCMHF.
3. Any type of cell phone (or accessory) must be secured in the visitor’s vehicle; cell phones are not permitted on the grounds of LCMHF.
4. Medication. Only the amount needed for the length of the visitation period will be allowed; medications requiring injection are not permitted in the visitation area.
5. Personal property or money in any form will not be accepted by facility staff. All inmate funds must be sent to one of the recognized contract vendors for offender banking.
6. Purses, handbags, or other valuables are not permitted in the visiting area; these items must be secured in the visitor’s vehicle. A small wallet or coin purse is permissible.
7. Visitors are allowed to possess a maximum of \$20.00 in **coins only** for use in the vending machines at the Central and West visitation areas.
8. Visitors may purchase an unlimited amount of tokens for use at West Unit visitation only. Tokens may be exchanged for pre-packaged food items at the West Unit Programs Building concession stand. No refunds are given for tokens purchased. The Central Unit Visitation area does not utilize tokens as there is no concession stand in the Central Unit.
 - The token machine is available at the LCMHF West Unit entrance (foyer); tokens must be purchased

prior to entering West Unit visitation. LCMHF is not responsible for any loss incurred through use of the vending or token machines. A portion of the proceeds generated by vending and token sales is deposited in the Inmate Benefit Fund.

9. Visitors are prohibited from bringing in prepared foods, such as: restaurant packaged items, fast food items, deli food items, prepared meals, or sealed, packaged food items in factory retail wrapping. This also includes any food items prepared at home and including snacks or finger foods. Exceptions to this are explained in the section “Children During Visitation,” # 37.
10. Soft drinks/beverages, not purchased on-site, are prohibited.
11. Offenders are not allowed to take food items out of the visiting area.
12. Inmates are not allowed to take personal property, to include watches and jewelry (other than a wedding band) to visitation, or to bring items back into the living unit from visitation, without the prior written authorization of Unit Counselor staff.
13. Inmates are not allowed to have any medication, coins, tokens or keys.

Children During Visitation

1. Parents/guardians are responsible for the supervision and behavior of their children. Children may not be left unattended.
2. Concerning the playground area (West Unit):
 - Only those inmates with children are allowed in the playground area.
 - Parents must be in the immediate area and must actively supervise children in the playground area.
 - Parents are responsible for controlling their children’s behavior and ensure safe play while in the playground area.
3. Visits may be terminated if children are being disruptive in any manner.
4. If a visitor or visitor’s child appears ill, they will be asked to leave visitation to ensure the health and well-being of all LCMHF visitors, offenders and staff.
5. If a small child (2 years of age or less) is visiting, the following items may be brought into the visiting area:

• Equivalent of two baby food jars in plastic containers	• One dispenser of wet wipes
• One plastic spoon	• One baby carrier
• Two plastic bottles	• One change of clothes
• Five diapers	• One blanket

Visitation Conduct

1. Visitors may briefly embrace and kiss the inmate with whom they are visiting at the beginning and end of the visit. Hand holding is allowed above the table during the visit. Visits may be terminated and/or visitation privileges suspended for additional contact.
2. Visits must be conducted in a quiet and orderly manner.
3. Lying or sitting on the ground, floor, tables or any other furniture not designed for sitting is not permitted. Inmates and visitors must keep their feet off of chairs and tabletops.

Visitation Occurring Outdoors

1. Outside visitation is allowed from April 15th through October 15th, at the discretion of the West Unit Officer in Charge, weather permitting. Outdoor visitation occurs only at the West Unit.
2. With the permission of the assigned Visitation Officer, visitors and offenders shall be allowed to move between the indoor and outdoor visiting areas on a limited basis, when outdoor visitation is open.
3. Visitors shall not be permitted to wear the offender's coat or sweatshirt at any time.

Frequently Asked Questions

How quickly can I visit?

- For those offenders arriving to LCMHF from ERDU or as a Conditions Violator - members of the offender's immediate family may visit the weekend after the offender has been admitted to LCMHF...**if** the offender has completed a "temporary" visiting list (which is good for 30 days). Otherwise, you must first be placed on the offender's approved visiting list.
- In order to be approved for placement on the offender's visiting list, you must complete a Visitor Application.
 - The "Visitor Application" is sent to each potential visitor by the offender. This form must be filled out completely and accurately and returned by mail to the facility. Once this form is received by the facility, it will be processed and, if approval is granted, you will be allowed to visit. The approval process takes approximately two to three weeks.
- All other visitors must be on the offender's approved visiting list prior to visiting. If your name is not on the visiting list, you will not be allowed to visit.

What about people who won't be visiting?

If you bring someone with you who is not going to visit or is not allowed to visit, they must leave state property. They are not allowed to wait in vehicles in the facility parking lots or in any common area of the facility.

What if I am on probation or parole?

If a visitor is on probation or parole, he/she will be allowed to visit only after receiving written permission from his/her probation or parole officer and the Warden of LCMHF.

What if I am an ex-employee of the KDOC?

Ex-employees (including contract employees and volunteers) are prohibited from visiting at LCMHF for two years after termination of their employment. Requests made following this period will be considered on a case-by-case basis by the Warden.

What about all-day and special visits?

Special visits must be arranged in advance and granted through Unit Team. A special visit may be granted when the visitor must travel more than 150 miles (one way) while awaiting placement on the offender's visiting list. The offender must initiate special visit requests.

Unit Team Counselors

All offenders are assigned a Unit Team Counselor. If you have any questions regarding an offender or the facility, the Central Control Center or facility operator can put you in touch with the offender's Unit Team Counselor during regular business hours Monday – Friday, 8 a.m. to 4:30 p.m. (620) 285-6249.